

JOB DESCRIPTION

Job title:	Alternative Provision Tutor
Accountable to (line manager):	Skills Academy Manager
Scale:	H19-21
Workload:	0.5 FTE Term Time Only 40 weeks

Core expectations

- Ensuring Tone of Voice is consistent;
- Few rules and clear boundaries – an organisation concerned with student-focused decision making;
- Transparency, empowerment and accountability – a delegated model of authority as opposed to ‘command and control’;
- Decision making as near to the frontline as possible – responsive, learner focused.

Components of the job

1.	Working with the team to support and motivate hard to reach learners 14+ at risk of disengaging from education
2.	To support and mentor students in achieving their full potential
3.	To develop materials and deliver a stimulating, challenging and exciting programme for areas allocated, including tutorial, enrichment, employability and other programmes within scope of job role
4.	To monitor student progress, including through systems such as ProMonitor and the use of ILPs, in relation to attendance, punctuality, academic achievement, skills development, progression and destinations
5.	To have regular one-to-one reviews with each student to monitor progress and achievement and intervene as appropriate to ensure success
6.	To ensure that student records are accurate and that pastoral notes are maintained
7.	To liaise with subject teachers and parents
8.	To attend and contribute to Learner Support meetings
9.	To provide references for students as required
10.	To participate in the design and delivery of Careers progression events, including those which promote employment and progression to Higher Education
11.	Support the delivery of curriculum programmes appropriate to qualifications, experience and expertise
12.	Assisting in the recruitment, selection and admission of students, as required

13.	Ensure all learners are enrolled, assessed and certificated in line with College and Awarding Organisation procedures
14.	To assist with the compilation of progression and destinations data for the learners under their care
15.	To monitor the performance of students on contract
16.	Assisting with promotional or marketing activity, as required
17.	Assisting with the provision of educational advice and guidance to students
18.	Production of lesson plans and schemes of work as required
19.	Management and supervision of student visit programmes and work experience, research and other forms of learning activity
20.	Participation in team meetings, appropriate development activity and the PMDP process.
21.	Adhere to and implement quality assurance processes in line with College and Awarding Organisation guidelines
22.	Any other duties, as required, appropriate to the grade of the post

Departmental Specific Duties

To work with students accessing our Alternative Provision, including those with identified SEMH and LLDD needs within the department. Your role will be to provide a high level of flexible support and support the delivery of an inspiring curriculum offer, including one to one support and group tutorials. Monitor individual progress and progression through ProMonitor, be a point of contact for home and ensure information is recorded and shared with relevant staff.

Method of working

Stockton Riverside College expects all staff to work effectively, both as individuals and as part of a team, delivering high quality education and support to students and staff. In doing so, the College expects all staff to display all of the core competencies as defined in the performance and development appraisal arrangements and to conduct themselves in a manner which befits their professional status and responsibilities.

Public relations

Considerable importance is attached to the role the College plays in its various communities and specifically the relationships it has with schools, employers and other stakeholders. It therefore follows that all staff are expected to work to maintain and develop these relationships at every opportunity by positively promoting the work of the College and the role it can play in supporting the aims of its stakeholders.

This job description is a guide to the work the post holder will be required to undertake. In consultation with the post holder, it may be amended from time to time by the Corporation and/or

Principal to meet changing circumstances. Specific targets and objectives will be agreed with the post holder and will be reviewed regularly as part of the performance management arrangements.

I acknowledge receipt of the above job description, detailing the duties and responsibilities of this post and confirm my acceptance of them.

Signed:		Dated:	
Print name:			



Personal Specification

Personal attributes required	Essential (E) or Desirable (D)
Qualifications:	
Level 3 or equivalent qualification	E
GCSE English and Maths at Grade A* - C or equivalent.	E
A commitment to undertake any mandatory training relevant to the role.	E
Assessor awards (D32/33 or A1/2) or teaching qualification	D
Knowledge, skills and abilities:	
Able to demonstrate very strong interpersonal skills and communication skills.	E
Experience of working with individuals with challenging behaviours	E
Ability to empathise with and motivate groups of young people	E
Ability to closely monitor learner progress using a range of monitoring applications and ensure that intervention is carried out rapidly	E
Knowledge of the Educational Health Care (EHC) plan and SEND code of practice	E
IT skills	E
Experience of effective Liaison with external agencies	D
Knowledge of post 16 education	D
Personal Qualities	
A passion for education	E
Ability to embrace change	E

Good Team working skills	E
Motivation to work with children, young people and vulnerable adults	E
Ability to form and maintain appropriate relationships and personal boundaries with children, young people and vulnerable adults	E
Emotional resilience with challenging behaviours	E
Other	
Access to own transport and able to travel between sites.	E